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27 February 1968

MEMORANDUM FOR: All Recruiters (FY 68-51)

SUBJECT : Request for Comments and Recommendations
REFERENCE : Report of Study Group on Recruitment

1. Recently, each of you received a copy of the Reference. I hope you have had time to review it, because we would now like your comments and/or recommendations on the following specific points:

a. With reference to paragraph 4.

Do you concur with the assumption that "...Placement officials cannot be expected to cooperate by sending applicant resumes to off-campus locations over an extended period"?

b. Re paragraph 6.

Do you agree that you should eliminate some of the schools which you presently visit so that you can concentrate on those which have proven most productive? If you are in agreement, please list the institutions which you recommend should be visited on a regular basis.

c. Re paragraph 9.

Do you agree with the measures suggested for maintaining contact with the less productive schools? Do you have any other suggestions? Please list your schools which will be in this category.

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d. Re paragraph 10.

Do you consider the suggestion given in this paragraph of value? Do you use them? Do you have any other suggestions for pre-screening of applicants?

e. Re paragraph 11.

(1) If there are major military bases in your area, have you established liaison with appropriate officials? Please identify the bases at which you recruit. Have they proven to be a good source of qualified applicants?

(2) Do you have access to Selective Service files in your area?

(3) Are you acquainted with the CSC Regional College Relations representative for your area? Have you participated in "File Viewing Days"?

(4) Have you recruited at any of the Professional Society Conventions?

f. Re paragraphs 12, 13, 14.

As you know, the entire matter of testing is now being studied at Headquarters. Please feel free to give us your views and recommendations on this important subject.

g. Re paragraph 15.

Any suggestions you have for improving the "Agency Image" will be welcomed.

2. We will, of course, discuss the items contained in the referenced report thoroughly during the Recruiters' Conference. We do, however, have to incorporate many of the suggestions into our overall recruitment program as soon as possible. With this in mind, I would like your comments and recommendations on each of the specific points raised in this memorandum no later than 20 March 1968.

Chief, Recruitment Division
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